

PLUM CREEK WATER RECLAMATION AUTHORITY
4255 N. US Hwy 85, Castle Rock, CO 80108
REGULAR MEETING MINUTES
Held in person and GoToMeeting
December 20, 2023

CALL TO ORDER:

7:30 a.m.

ATTENDEES:

Mark Marlowe, Joshua Shackelford and Nathan Travis, Board Members; Wes Martin, Authority Manager; Kirby Clark, Assistant Authority Manager; Lissa Oelkers, Director of Administrative Services; Patou Griggs, Industrial Pretreatment Manager; Alyse Billick, Administrative Assistant; Darryl Farrington, Semple, Farrington, Everall & Case, PC; Cassie Vetter, Castle Pines Metropolitan District Board Member; Bryan Coday, Senior Technologist and John Rehring, Project Manager, Carollo Engineers

ANNOUNCEMENT OF QUORUM:

Quorum present.

APPROVAL OF AGENDA:

Dir. Marlowe moved to approve the agenda. Dir. Shackelford seconded the motion. The motion was unanimously approved.

2023 UTILITY PLAN UPDATE PRESENTATION (CAROLLO):

Mr. Martin introduced Brian Coday and John Rehring to the board, stating Carollo was contracted to perform a utility plan update which included reviewing PCWRA's preliminary effluent limits (PELs) and considering compliance requirements for future regulations from the state. A hard copy of the draft was provided to the board members. Mr. Coday and Mr. Rehring then gave a PowerPoint presentation that opened with 20-year planning horizon triggers. These triggers included flow capacity, regulatory issues, and organic load capacity, which holds the highest impact for pursuing an expansion. After presenting a variety of options for both secondary and tertiary treatments, Mr. Rehring stated that the entire utility plan update includes six projects in total, with an estimated value of approximately three hundred million dollars in 2023 dollars. He recommended discussing regulatory negotiation strategies, which includes extending compliance schedules and discharger-specific variances. Mr. Martin informed the board that PCWRA's attorney attended the 10-year roadmap, and it was implied that the Division may be moving forward with Regulation 31. Discussion continued regarding direct potable reuse (DPR) and the possibility of having zero discharge back into Plum Creek. There was board consensus requesting a quote from Carollo to perform an additional engineering study to determine how full DPR with zero discharge would affect the 2023 utility plan update.

Mr. Coday and Mr. Rehring excused themselves from the meeting at 8:38 a.m.

ACTION ITEMS:

MINUTES OF NOVEMBER 22, 2023 REGULAR BOARD MEETING:

Dir. Marlowe moved to approve the minutes of the November 22, 2023 regular board meeting. Dir. Travis seconded the motion. The motion was unanimously approved.

PAYABLES FOR THE PERIOD ENDING NOVEMBER 30, 2023:

Mr. Martin highlighted the payment of \$10,061.06 to Carollo for the 2023 wastewater utility plan update; \$5,775.66 to Courtesy Plumbing & Heating for a replacement pump for the admin building boiler; replacement of sump pumps around the facility for \$4,910.18 to Denver Winpump Co; \$4,850.21 to Horizon Mechanical Solutions due to an older VFD not properly communicating to PCWRA's system; the administration building indoor painting to Painting NoCo LLC for \$17,700.00 and the replacement printer to Xerox for \$10,470.77. Mr. Martin requested approval of payment for the PCWRA November 2023 payables of \$698,987.98. He also described payment of \$3,056.00 to Sun Valley from the 3.0 Capacity Expansion Project. Dir. Marlowe moved to approve the November 2023 payables as described by Mr. Martin. Dir. Travis seconded the motion. The motion was unanimously approved.

SIP TEA VARIANCE REQUEST:

As recommended by the board at the last meeting, Mr. Griggs requested additional information from the owner of Sip Tea regarding their production numbers. After entering the updated information into PCWRA's cost benefit analysis model the variance was denied. The Board was informed of the revised denial status and responded to Mr. Martin individually denying the variance request. On December 8, 2023, the owner was informed that a grease interceptor was needed and is moving forward with installation. Dir. Marlowe moved to ratify the denial for the grease interceptor variance as described. Dir. Travis seconded the motion. The motion was unanimously carried.

INDUSTRIAL PRETREATMENT NONCOMPLIANT BUSINESS LETTER:

Mr. Martin began by asking the board if they had any questions or concerns with the letter and informed them it would be a template for all businesses that are not in compliance with PCWRA's Rules and Regulations. All other means of communication would be used first, including phone calls and emails, however this letter would be sent by certified mail if staff doesn't receive any correspondence from the business owners. Dir. Marlowe moved to approve the letter as prepared. Dir. Travis seconded the motion. The motion was unanimously carried.

DESIGNATE OFFICIAL 2024 BOARD OFFICERS:

After some discussion, Dir. Travis volunteered for the role of President, Dir. Shackelford volunteered for Secretary/Treasurer which assigns Dir. Marlowe Vice President as of January 1, 2024. Dir. Marlowe moved to approve the designation of the official 2024 board officers. Dir. Travis seconded the motion. The motion was unanimously approved.

RESOLUTION 2023-3 DESIGNATION MEETING DATES, TIMES, AND PUBLIC POSTING OF NOTICE FOR 2024:

Dir. Shackelford moved to approve Resolution 2023-3 Designating Meeting Dates, Times, and Public Posting of Notice for 2024. Dir. Marlowe seconded the motion. The motion was unanimously approved.

OTHER ACTION ITEMS:

None.

DISCUSSION ITEMS:

REGIONAL WASTEWATER/WATER PLAN UPDATE:

Castle Rock Water has a meeting today to discuss shortlisting firms for a Guaranteed Maximum Price (GMP) contract manager. However, Carollo recently projected a \$60 million updated cost estimate for the wastewater plant at the old Roxborough site, which doesn't include all the facilities. This is significantly higher than the \$26 million budgeted amounts available through the County. Castle Rock Water may have to pause the project until funding can be determined, or possibly revisit the option of bringing the wastewater back to PCWRA using Castle Rock Water's capacity and facilities. Although Castle Rock Water is not funding the project, the County will have to make the final decision.

DIRECT POTABLE REUSE:

Castle Rock Water still has not received a response from the CDPHE, therefore Dir. Marlowe will be moving forward with the sampling plan they have in place. If a response is received, adjustments can be made if necessary. It is estimated that the sampling plan will cost Castle Rock Water \$200,000 and will also cover any cost to PCWRA including staff sampling time. This plan will take twelve months to complete, however permitting could take three to five years.

INDUSTRIAL PRETREATMENT RULES AND REGULATIONS UPDATE:

Mr. Martin inquired if the board had any additional questions or concerns regarding the final draft of the Rules and Regulations after the local limits table was removed. Dir. Marlowe and Dir. Shackelford stated that they still haven't received a final response from their teams but expect approval in early 2024.

MANAGEMENT REPORT:

Plant Updates

Managers attended a two-day Supervision Core Competencies Training presented by Employers Council, which Mr. Martin believed to be beneficial and hopes to continue similar training to improve PCWRA.

Mr. Martin is still waiting for the calibration records from Dana Kepner for the Silver Heights well meters. He also sent flow numbers to Castle Rock Water staff to compare with Silver Heights meter reading to determine their accuracy. Dir. Marlowe stated Silver Heights has asked the Town of Castle Rock for additional capacity due to an increased development in the area.

CORE is requesting another easement on PCWRA property for the 85-corridor expansion that would interfere with the proposed 2023 utility plan update. Mr. Martin and Mr. Clark are working with CORE on a revised easement approach which will be brought to the board in the future if it works for PCWRA.

One of PCWRA's two centrifuges failed requiring it to be taken offline and sent to California for repairs. As a result, adjustments to runtimes have been made with only one centrifuge in operation.

The John Deere loader broke down and was sent in for repairs.

CDPHE Update

The Colorado Wastewater Utility Council (CWWUC) is planning on supporting Denver Metro Water Recovery's request for more information from the Division regarding their time management. The Division is asking for more staff but hasn't outlined how time will be utilized with current or future staff, or how it will help with backlogged permits. Several other utilities are also sending a letter requesting more information before the Division's hearing.

Gabe Racz, Vranesh and Raisch, attended the 10-year Water Quality Road Map and reported that it is his understanding that the Division will likely adopt Regulation 31 standards for lakes and reservoirs, including Chatfield by 2027.

OTHER DISCUSSION ITEMS:

Mr. Martin spoke with the grants and loans department regarding PCWRA's application for a loan through the State Revolving Fund (SRF) for the reuse reservoir. Other potential candidates looking for funding have not been able to submit adequate information resulting in the dismissal of their consideration. Mr. Martin has provided additional information for the Project Needs Assessment (PNA) with help from GEI. The project was reviewed by the SRF's Archeological and Historical Preservation Society and the approval letter was received this morning. Staff is expecting additional information soon, which includes a small increase in interest rates and determination may go before the SRF board in March or April.

The 2023 utility plan update will be sent to Virridy, who is completing a study for PCWRA on carbon and nutrient credits in Chatfield. They have looked at Plum Creek's headwaters, as well as below it and have determined that there is not enough farm or agricultural land to receive nutrient credits. Therefore, they will focus on carbon credits. Mr. Clark informed the board that PCWRA's one-hundred acres of land would be a critical piece of receiving these credits by turning it into a wetland.

EXECUTIVE SESSION

Dir. Marlowe moved to enter into Executive Session to discuss board input into the Authority Manager annual review as authorized by CRS 24-6-402(4)(f), personnel matters. Dir. Travis seconded the motion. The motion was unanimously carried. The Executive Session began at 9:06 a.m. Attendees included Dir. Marlowe, Dir. Shackelford, Dir. Travis and Alt. Person.

Executive Session CRS 24-6-402(4)(f) concluded at 9:19 a.m.

ADDITIONAL ACTION ITEM

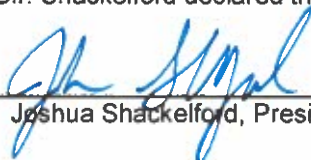
Dir. Shackelford opened the regular meeting at 9:21 a.m.

Mr. Martin, Ms. Oelkers, and Ms. Billick rejoined the meeting.

Dir. Shackelford announced the board came to unanimous consensus to extend Mr. Martin's contract for two years. The current addendum will be extended to December 31, 2025. Mr. Martin will receive a 7% increase for 2024 as well as a 1% bonus for 2023.

ADJOURNMENT

There being no further business to come before the board, Dir. Shackelford declared the meeting adjourned at 9:25 a.m.



Joshua Shackelford, President